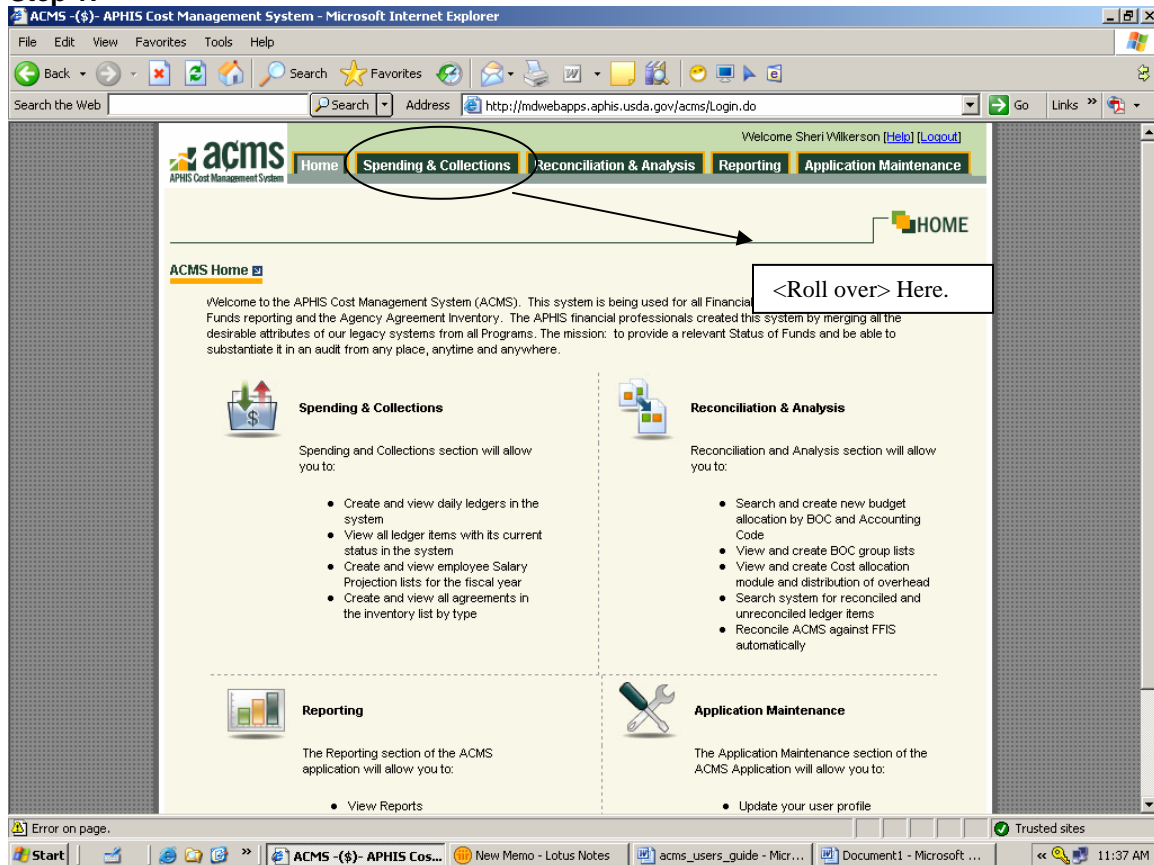## CREATING A NEW LEDGER

Creating a new ledger record provides functionality for users to record planned and committed expenditures as they occur. The create new ledger record screen is instrumental in recording ledger details such as, transaction information, vendor information and ledger information; i.e. BOC, accounting code, agreement number and the amount.

The information entered into each ledger will be used in reconciliation, generation of bills and in the generation of reports.
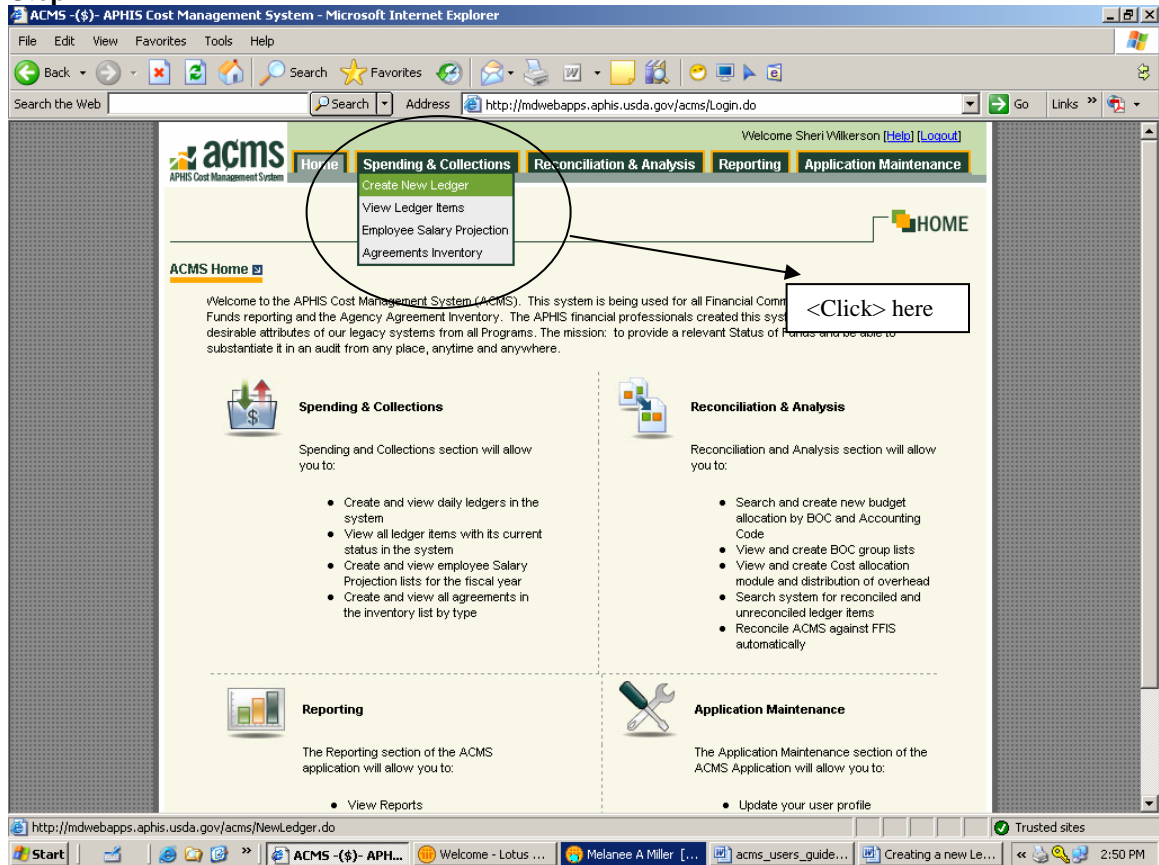
To create a new ledger record, follow the instructions on "**Logging into ACMS"** then follow the instructions below:

Step 1:

1. **<Roll>** over the tab name SPENDING and COLLECTIONS.

Step 2:

2. <**Click**> Create New Ledger

Step 3:

3. The Create New Ledger section of the ACMS provides all the fields necessary to record any new ledgers into the ACMS. This section is used explicitly for the data entering of new ledger data. The first section on this screen, which is labeled **Create New Ledger**, provides the following fields:

> * Create Ledger Record screen is separated into 3 sections.
> – Header information
> – Strategic Elements
> – Line Items containing one or more line items belonging to the Ledger Record

Transaction Date - Enter the date that the transaction took place. If user knows the actual date, the record was accepted in the accounting system (FFIS) then he/she can use that date

Fiscal year - Select the fiscal year that the transaction took place. Fiscal year is the year the transaction was accepted in the accounting system. Budget Fiscal Year is the year the funding was made available by the congressional appropriation.

Transaction Description - A 30 character field where users may enter in any information that will help them remember any details regarding this transaction. Users may enter up to 30 characters in this field.

Transaction status - Select whether the transaction status is planned or committed.

Planned: A transaction that is planned for the future but not yet spent or ordered.

Committed: A transaction that has been ordered, requested from source and items that the paperwork is in the mail but not yet in the accounting system (FFIS).
Estimated: A system generated ledger record. **Example:** EMRS daily travel estimate
System Committed: This status indicates a commitment record from FFIS that will be later liquidated and obligated like in the Integrated Acquisition System (IAS).

Transaction Location - For Internal Services this will be used to select the location that the transaction took place.

Transaction Comments - Enter any additional comments that may explain or justify the transaction.
Example: Gas mileage used during an onsite exam for inspection for Avian Influenza. License Plate of vehicle.

FFIS Description - Enter the FFIS format description of the transaction that shows up on the FDW Detail Transaction Report (DTR).
www.aphis.usda.gov/mrpbs/systems/ffis/transaction_codes.xls

Non-Recurring - If the Budget Object Code (BOC) for this transaction is non-recurring, check this box. Recurring is transactions that happen monthly or more than once. **Example:** cell phones, utilities and rent. If your Division has coded this BOC to be recurring but this transaction is one time, check this box. **Example:** a replaced generator at a rental property.

   * Each division can have a list of BOCs that can be defined as "Recurring."
    BOCs on this list are ones that are recurring on a monthly basis.
    This allows a status of funds report to project a BOC's budget out over a period of time.
    You must be an administrator to view or edit this list.

Vendor Code - Enter the vendor code for this transaction that is in the accounting system. This is optional, if you don't know then leave it blank.

Vendor Name - Enter the vendor name for this transaction.

Step 4:

4. The next section on this screen, labeled **Strategic Elements**, allows you to assign strategic elements to the ledger being entered. The objectives are:

Agency Functional Area – The seven appropriation subcategories in APHIS' appropriation language. These are also located in the Allocation Update on the Appropriated Funding allocations table. Ex. Pest & Disease Exclusion.

Program Miscellaneous Cost – Provides a way for APHIS to track IT investments, Congressional Districts, specific growers seasons, or agency response cost center listed by OMB.

Agency Strategic Goal - deactivated
Agency Objective - deactivated
Program Strategic Goal - deactivated
Program Objective - deactivated

Step 5:

5. The third and final section on this screen is the **Ledger Line Item** section. This section allows you to record the BOC, Accounting Code, Agreement Number, Amount and Cost Center for each ledger associated with this transaction.

Currency Conversion - Select the unit of currency that is to be used for this transaction. US will be the default.
www.federalreserve.gov

Split by Percent - Click on this button to divvy up the amount allocated to each Accounting Code by a percentage instead of the dollar amount.

- Users can enter amounts as a percentage of a Document Total instead of as an amount.
- To enter Percentage Mode when creating a new Ledger:
    1. Enter Document Check Total.
    2. Click "Split By Percent" button.
    3. Column title will switch from "Amount" to "% Split."
    4. Enter desired percentages.
- Once percentages are entered, users can save the record, or switch back to the amount entry mode by clicking the "Enter By Value" button.
- Amount column title will switch depending on entry mode. Follow column title when entering data: enter amounts when column is "Amount," and percentages when it is "% Split."
- Ledger Record will ultimately be saved as amounts behind the scene.

Add Ledger Line - Click this button to add additional ledger lines to the ledger, if needed. One ledger line is needed for each BOC/Accounting Code combination.

Document Check Total - Enter the total amount of the transaction. The document check total must match the Ledger Line Item Total before the document will accept.

Recurring BOC -   This icon indicates that the BOC assigned to that ledger line item is reoccurring.

Copy Ledger Line - Clicking this icon will copy the information from the ledger line item and paste it into the next ledger line item.

Delete Ledger Line - Clicking this icon will delete the ledger line item.

BOC - The BOC code that has been assigned to this ledger line item
http://dab.nfc.usda.gov/pubs/docs/bocc/bocc.pdf

Accounting Code - The 10 digit number made up of the 1 digit Budget Fiscal Year and 9 digit program code. Program code is a 9 digit code made up of 2 digits appropriation, 1 digit division, 4 digits organization, which includes division, and 3 digit reporting category. **Example:** 523405030

Agreement Number - Enter the agreement number that will be used for this ledger line item. **Note** – the agreement number must be established and active in the agreement inventory to be accepted in the ledger record.

Amount -   Enter in the dollar amount for this ledger line item. You must enter the dollar and cents. **Example:** 32.00

Actions -   Click the copy icon to create a copy of this line item. Click the delete icon to delete this ledger line item.

Ledger Line total - The line item total displayed here must match the document check total field before the ledger line item can be saved.

Save - Click the save button to save your ledger item. ACMS will then edit the record. Edit errors will be displayed at the top of the screen in red. These must be resolved before the record will accept.

Cancel - Click the cancel button to discard all your information and return to the view ledger screen.